

**IMPORTANT INFORMATION REGARDING LEGAL NOTICES &
PUBLIC NOTICES TO PROPERTY OWNERS**

PURSUANT TO GOVERNOR MURPHY'S EXECUTIVE ORDERS 107 AND 152 THAT RESTRICT PUBLIC GATHERINGS, THE BOROUGH OF LEONIA PLANNING BOARD MEETINGS ARE NOW HELD VIA REMOTE VIDEO CONFERENCE IN LIEU OF AN IN- PERSON MEETING. AS A RESULT, PLEASE CONTACT THE PLANNING BOARD SECRETARY, ADAM MYSZKA FOR THE REMOTE MEETING INFORMATION PRIOR TO THE REQUIRED NOTICE DEADLINES.

Adam Myszka
amyszka@leonianj.gov

201.592.5780 x265

BOROUGH OF LEONIA
SUBDIVISION APPLICATION
LEONIA PLANNING BOARD
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**Subdivision Application
Leonora Planning Board
Overview, Procedures, and Application Requirements**

Overview

The Leonora Planning Board consisting of volunteer members appointed by the Mayor and Council, hold public hearings and makes decisions governing land use in the Borough of Leonora in accord with Municipal Land Use Law (Public Law 1975, c. 291, NJSA 40:55D-1 et seq.) and with the Municipal Land Use Ordinance of the Borough of Leonora.

Subdivisions must be approved by the Leonora Planning Board (or in some cases the Board of Adjustment) An initial determination by the Leonora Zoning Officer shall determine whether an application requires Planning Board or Board of Adjustment approval.

Applications, correspondences, plans and all other communications to the Leonora Planning Board shall be submitted to the Leonora Zoning Office.

312 Broad Avenue
Leonora, NJ 07605
201-592-5780 x 255

Planning Board Procedures

A typical application and Public Notice will be submitted not less than twenty (20) days prior to the meeting. All decisions of the Planning Board are made in public hearings.

If approved by the Planning Board, an applicant will need a resolution passed by the Planning Board prior to filing the Subdivision. Applicants are encouraged to contact their own attorney for details regarding map and/or deed filings with the Borough and County.

Submission Requirements

All materials must be submitted to Adam Myszka, Zoning Officer, Borough of Leonora, 312 Broad Avenue, Leonora, New Jersey 07605. All fees are to be submitted to the Building Department. Fees are to be submitted by Check Only, payable to the Borough of Leonora. All plans are to folded (not rolled) and collated. Rolled plans shall be returned to the applicant and the application will not be complete.

Concept Review Submission

To be submitted 20 calendar days before the meeting held on the fourth Wednesday of the month.

Application 1 original, 1 copy.

One completed W-9 form with Original Signatures must accompany checks.

Fees:

Check in the amount of \$500 for Minor Subdivision; or

Check in the amount of \$750 plus \$200 for each lot for a Major Subdivision.

(For both site plan and subdivision, both fees are required)

In addition to the fees above, a separate check for engineering, legal and planning review will be required as follows:

Check in the amount of \$1,300 for Minor Subdivision; or

Check in the amount of \$1,500 for a Major Subdivision.

(Check will be deposited into an escrow account for the project)

Application fees shall be returned to applicants that do not go to a public hearing. The applicant must submit a written request to the Zoning Officer for return of application fees together with a request to withdraw their application from consideration by the Planning Board. Unused balances of escrow accounts will also be returned.

Applicants for Subdivision should consult the Municipal Land Use Ordinance for Minor and Major Subdivision. For concept review 20 copies of the plan shall be submitted. The Zoning Officer shall distribute plans to the Board members prior to the meeting. Each plan shall be folded separately to a size no larger than 10" by 14" with the title block showing. Submit any additional information as requested on previous reviews or meetings, such as elevations.

An analysis of the subdivision shall be submitted with the application. A comparison of the proposed vs. the Ordinance provisions shall be provided in tabular form for area, setback, and other parameters. The applicant will find the Ordinance requirements as they relate to the signs in the Municipal Land Use Ordinance of the Borough of Leonia.

Public Meeting Submission

To be submitted 20 calendar days before the Planning Board meeting held on the fourth Wednesday of the month.

Submit a complete Subdivision Application (1 original, 20 copies).

In general, a key map at a scale of 1" = 100', and a site plan or survey at a scale of 1" = 20' are required with the key map on the same sheet. The Key Map shall show the property in question and all properties within 500 feet.

Submit 20 copies of the proposed subdivision.

Submit a Proof of Publication of the Notice of Public Hearing and an Affidavit of Service that property owners within a 200-foot radius of the subject property were mailed a copy of the Notice of Public Hearing by Certified Mail, return requested. Proofs and Affidavit of Service shall be submitted twenty (20) working days prior to the meeting date.

General

All plans shall be folded and sorted to create complete applications.

The Municipal Land Use Ordinance may be purchased at the Borough Clerk office.

Prior to any application submission, the applicant shall discuss with the Zoning Officer, James Massaro, the application and the appropriate Board having jurisdiction.

Submit one original and eighteen copies of the complete application to the Zoning Officer.

Office of the Zoning Officer: Adam Myszka
Leonora Borough
312 Broad Avenue
Leonora, New Jersey 07605
201-592-5780 x 255

All fees and escrow checks are to be made out to the Borough of Leonora.

Applicants shall be contracted by the Zoning Officer and informed of their meeting date, or if the application is incomplete, applicants will be informed of the reasons for being incomplete.

See the "Submission Requirements" for the required material submission, and application forms. A fee schedule is included in the submission requirements shown in previous page. Only applications containing the requested exhibits in the required quantities will be accepted by the Zoning Officer.

Public Hearings:

Applicants placed on the agenda must give public notice of the hearing and give notice to all property owners within 200 feet of the property in question at least 10 days before the hearing date. The deadline for submitting advertising copy to the Bergen Record for publication in the appropriate issued determined by the newspaper. The advertisement must be published 10 days prior to the Public Hearing. A certified list of property owners requiring notice may be obtained from the Borough of Leonora Tax Assessor located at 312 Broad Avenue Leonora, NJ, 201-592-5780 x 226 Proof of publication and service should be filed with the zoning office not less than 10 days prior to the Public Hearing.

The Planning Board meetings are held the fourth Wednesday of the month at the Leonora Public Library, Lower Level, 227 Fort Lee Road at 7:30 PM. All applicants are entitled to be represented by Counsel. The Planning Board may approve or deny the application. Any applicant whose application has been approved or disapproved at a public hearing is required to give public notice of the Planning Board's decision. The period of time in which an appeal of the decision may be made does not begin to run until publication.

NOTICE OF PUBLIC HEARING
PLANNING BOARD
BOROUGH OF LEONIA

PLEASE TAKE NOTICE that the Planning Board of the Borough of Leonia will hold a public hearing on _____, 20__ at 7:30PM or as soon thereafter as the matter may be heard at the Leonia Public Library, Lower Level, 227 Fort Lee Road on the application of:

for _____ [with variance(s)] for property at _____
_____ Leonia, New Jersey. The property is otherwise
known as Block ____ Lot ____ on the current Tax Assessment Map of the Borough of Leonia.

The purpose of the application is for:

Details of the application are on file in the Construction Office of the Borough of Leonia, 312 Broad Avenue, Leonia, New Jersey, and are available there for public inspection.

Any party may appear in person or by agency or by attorney.

Applicant

Applicant to fill in the blanks with appropriate information. The application is for Site Plan Approval. Sign Waiver Approval or Subdivision Approval.

The
Borough of Leonía
Leonía, New Jersey
APPLICATION FOR SUBDIVISION

Planning Board Application No. _____

Date Received _____

FOR CONCEPT REVIEW: PLEASE SUBMIT ONE (1) TYPEWRITTEN, SIGNED COPY AND ONE (1) COPY (PAGES 7 THROUGH 8 ONLY) OF THE APPLICATION.

FOR PUBLIC HEARING SUBMISSION: PLEASE SUBMIT ONE (1) TYPEWRITTEN, SIGNED COPY AND EIGHTEEN (18) COPIES [pages 7 through 8 only] OF THE APPLICATION.

Application is hereby made for approval of the subdivision of land as herein described and shown on accompanying plat in accordance with land Subdivision Ordinance of the Borough of Leonía.

1. Name of Applicant _____

2. Applicant's Address _____

City _____ State _____ Zip _____

3. Telephone No. _____

4. If applicant is a partnership, corporation, or company, give name and address of the principle(s):

5. Property Owner's Address: _____

City: _____ State: _____ Zip: _____

7. Description of land to be Subdivided:

a. Block _____ Lot(s) _____ (From Leonía Tax Map)

b. Street Location; _____

c. Size of original plots(s) _____

- d. Size of proposed lot(s) _____
- e. How many streets do lot(s) face _____
- f. Are the following utilities existing:
- Paved streets _____ Storm Sewers _____
- Curbs _____ Water _____
- Sidewalks _____ Gas _____
- Sanitary Sewers _____ Electric _____
- g. What are the current zoning of the Property? _____
- h. Are there any existing structures on the Property? _____
- i. If structures are on the property, what is their use? _____
8. What is the purpose of the subdivision? _____
- _____
- _____
9. If new structures are to be erected on property, what will be their use? _____
- _____
- _____
10. If represented by an Attorney, provide the following:
- Name of Attorney: _____
- Attorney's Address: _____
- City _____ State: _____ Zip: _____
- Telephone No. _____ Fax No. _____

In addition to the above, a Zoning Analysis of the property and the identification of any variances, shall be submitted and be made part of this application.

I certify that all statements and information contained in this and all documents submitted as part of this application are true and accurate.

Signature of Applicant _____ Date _____

Borough of Leonia

200 Ft List Request

For Planning/Zoning Board

\$10 Fee Required

Property Owner Name _____

Contact Number _____ Block _____ Lot _____

Property Address _____

I am presenting an application to the Planning Board of Leonia and request:

- 1) Tax Certification (to confirm property taxes, etc are paid up to date)
- 2) 200 Ft List necessary for notification of application

I understand that if the application is not deemed complete and placed on the agenda within 3 months, a new tax certification and 200 ft list will be required. This is to maintain up to date information in the application, as well as an accurate notice to surrounding neighbors and properties. I will re-submit this request form, should that become necessary. _____ (initial)

☐ I am representing myself ☐ I am represented by an attorney (info below)

Attorney Name _____

Attorney Address _____

Attorney Phone # _____

Applicant's Signature _____ Date _____

200 Ft Lists requests MUST be submitted at least 7 business days before they are needed!!

(Official Use Only)

Date Request Filled _____ By _____ Form of Payment _____

LIST OF UTILITIES FOR THE BORO OF LEONIA

BERGEN COUNTY PLANNING BOARD
ONE BERGEN COUNTY PLAZA, 4TH FLOOR
HACKENSACK, NJ 07601-7000

SUEZ
461 FROM ROAD
PARAMUS, NJ 07652

PSE&G
MANAGER-CORPORATE PROPERTIES
80 PARK PLAZA T6B
NEWARK, NJ 07101

VERIZON COMMUNICATIONS
540 BROAD STREET FLOOR 15
NEWARK, NJ 07101

NEW YORK CENTRAL LINE LLC
500 WATER STREET J-910
JACKSONVILLE, FL 32202

NEW YORK CENTRAL LINE LLC
2565 W 5TH STREET
JACKSONVILLE, FL 32254
904-359-1698

SUEZ
REAL ESTATE DEPARTMENT
200 OLD HOOK ROAD
HARRINGTON PARK, NJ 07640

SPECTRUM
200 ROOSEVELT PLACE
PALISADES PARK, NJ 07650

NJ TURNPIKE AUTHORITY
LAW DEPT
PO BOX 5042
581 MAIN STREET
WOODBIDGE, NJ 07095

UNITED STATES ENVIRONMENTAL
PROTECTION AGENCY
RICHARD HO
290 BROADWAY
NEW YORK, NY 10007-1866

DEPARTMENT OF ENVIRONMENTAL
PROTECTION
PO BOX 432
410 E STATE STREET
TRENTON, NJ 08625

NJ DEPT OF TRANSPORTATION
1035 PARKWAY AVENUE
PO BOX 600
TRENTON, NJ 08625

BERGEN COUNTY UTILITIES AUTH.
DIRECTOR OF ENGINEERING
PO BOX 9
LITTLE FERRY, NJ 07643

BOROUGH OF LEONIA

PLANNING BOARD

TAX CERTIFICATION

NAME _____

ADDRESS _____

BLOCK _____

LOT _____

CERTIFIED THIS _____ DAY OF _____, 20

DATE TAXES WERE PAID _____

TAX OFFICIAL

TAX

BOROUGH OF LEONIA

Application Addendum

Campaign Disclosure Form As required By Leonia Ordinance 02-04

Applicant Name: _____

Applicant Address : _____

List all reportable campaign contributions made pursuant to NJSA 19:44-1 et seq. in the last twelve (12) months on behalf of or to any candidate for public office, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee in or pertaining to the Borough of Leonia.

Contribution	Date of Contribution	Amount

I certify that the foregoing statements are true: _____

Signature

Date

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

<p>Revenue Service</p> <p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>		<p>2 Business name/disregarded entity name, if different from above</p>	
<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>		<p>4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the U.S.)</i></p>	
<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>		<p>Requester's name and address (optional)</p>	
<p>6 City, state, and ZIP code</p>			
<p>7 List account number(s) here (optional)</p>			

Part I Taxpayer Identification Number (TIN)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-			-					
--	--	--	--	---	--	--	---	--	--	--	--	--

or

Employer identification number

			-									
--	--	--	---	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign
Here**

Signature of U.S. person ▶

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.